

C O P Y

21 February 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 2

Subject: Filing Procedure

1. Pending the recruiting of filing personnel for the Central Planning Staff, the following procedure is prescribed:

a. For each major plan or project, a separate file will be established in manila folder, legal size, with top Acco binding on the right-hand side. Each file will be marked as follows: i.e.

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BRIEF OF SUBJECT

b. All planning files will be filed in the office of the Acting Chief. Initially they will be arranged alphabetically according to subject.

c. Each officer assigned a study or project will be responsible for establishing the necessary files, using available assistance from the stenographic pool.

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Captain, USN  
Acting Chief, Central Planning Staff